



**DEPARTMENT OF PLANNING & COMMUNITY
DEVELOPMENT**

810 Union Street
Room 508
Norfolk, VA 23510
(757) 664-4752
(757) 441-1569 (FAX)
www.norfolk.gov/planning

**CONDITIONAL CHANGE OF ZONING
APPLICATION**



Application Procedures

1. **A pre-application meeting is required.** To arrange for an appointment, please call 664-4752.
2. Submit completed application with all required attachments including :
 - Survey/Site Plan
 - Check for required application fee made payable to the City of Norfolk (see [fee schedule](#)).
 - ◊ Application fee includes a non-refundable \$5 technology surcharge.
 - ◊ If accompanied with a necessary map amendment to the City's adopted general plan, *plaNorfolk2030*, an additional technology surcharge of **\$5** will be required.
 - Description and details of request.
3. Attach a separate sheet with proffered conditions.
4. Contact appropriate Civic League prior to public hearing. Applicant must provide staff written documentation of the outcome of that meeting/discussion prior to the public hearing.
5. Staff will review application to determine completeness.
6. Staff to post legal notice of application in *Virginian Pilot* and on property and photograph subject property
7. The Planning Commission will visit the site on the 2nd Wednesday of the month. It is not necessary for the applicant to be present.
8. Applicant must attend public hearing:
 - ▶ Where: City Hall Building
11th Floor, Council Chambers
 - ▶ Time: 2:30 p.m.
9. During the Commission's hearing:
 - ▶ Applicant must register to speak
 - ▶ Staff will present application and recommendation
 - ▶ Applicant/representative may make a presentation
 - ▶ Proponents may speak
 - ▶ Opponents may speak
 - ▶ Rebuttal
10. The Planning Commission will make a recommendation on the application at their hearing which will be forwarded to City Council.
11. The applicant may contact Planning staff 2 weeks after the hearing to obtain a tentative Council date (the City Manager's Office establishes Council's agenda).
12. The rezoning request will appear on Council's agenda twice—the 1st time Council

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT ZONING SERVICES

5TH FLOOR, ROOM 508

(757) 664-4752 / (757) 441-1569 (FAX)

CONDITIONAL CHANGE OF ZONING APPLICATION



APPLICATION CONDITIONAL CHANGE OF ZONING

Date of application: _____

Conditional Change of Zoning

From: _____ Zoning To: Conditional _____ Zoning

DESCRIPTION OF PROPERTY

Property location: (Street Number) _____ (Street Name) _____

Existing Use of Property: _____

Current Building Square Footage _____

Proposed Use _____

Proposed Building Square Footage _____

Trade Name of Business (If applicable) _____

APPLICANT/ PROPERTY OWNER

1. Name of applicant: (Last) _____ (First) _____ (MI) _____

Mailing address of applicant (Street/P.O. Box): _____

(City) _____ (State) _____ (Zip Code) _____

Daytime telephone number of applicant () _____ Fax () _____

E-mail address of applicant: _____

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(Revised July, 2013)

Conditional Rezoning
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2. Name of property owner:(Last)_____ (First) _____ (MI)_____

Mailing address of property owner (Street/P.O. box): _____

(City) _____ (State) _____ (Zip Code) _____

Daytime telephone number of owner () _____ Fax number () _____

CIVIC LEAGUE INFORMATION

Civic League contact: _____

Date(s) contacted: _____

Ward/Super Ward information: _____

REQUIRED ATTACHMENTS

- ✓ Required application fee, **\$705.00** (if check, make payable to Norfolk City Treasurer).
 - Application fee includes a non-refundable \$5 technology surcharge.
 - If accompanied with a necessary map amendment to the City's adopted general plan, *plaNorfolk2030*, an additional technology surcharge of **\$5** will be required.
- ✓ Two 8½ x 14 inch copies of a survey or site plan drawn to scale showing:
 - Existing and proposed building structures
 - Driveways
 - Parking
 - Landscaping
 - Property lines (see attached example)
- ✓ Proffered conditions.
- ✓ Description and details of the operation of the business (i.e., # of employees, # of bays, reason for rezoning, etc...)

CERTIFICATION:

I hereby submit this complete application and certify the information contained herein is true and accurate to the best of my knowledge:

Print name:_____ **Sign:**_____ / _____ / _____
(Property Owner or Authorized Agent Signature) (Date)

Print name:_____ **Sign:**_____ / _____ / _____
(Applicant or Authorized Agent Signature) (Date)

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PROFERRED CONDITIONS

- 1) _____

- 2) _____

- 3) _____

- 4) _____

- 5) _____

- 6) _____

- 7) _____

- 8) _____

SIGNED:

_____/_____/_____
(Applicant signature) (Date)

EXAMPLE

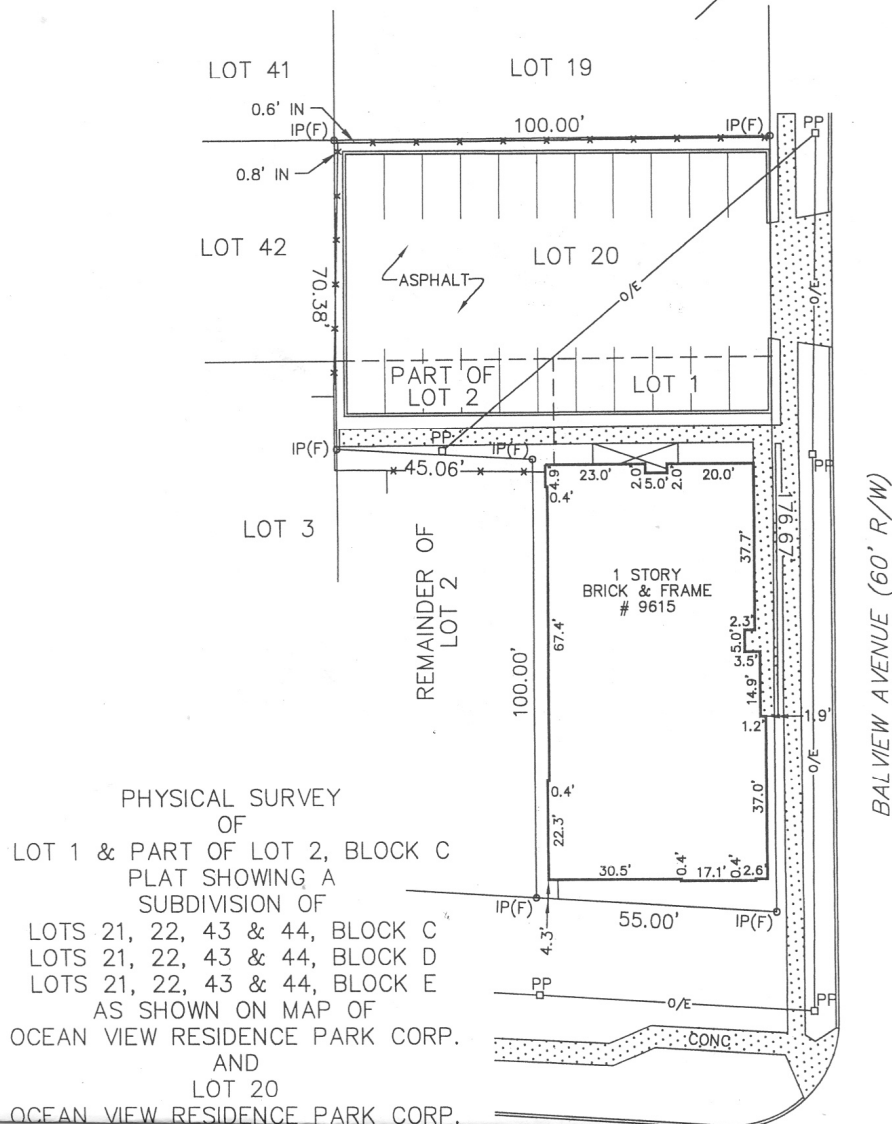
Site Plan

THIS IS TO CERTIFY THAT I, ON NOV. 19, 2007, SURVEYED THE PROPERTY SHOWN HEREON AND THAT THE TITLE LINES AND PHYSICAL IMPROVEMENTS ARE AS SHOWN HEREON. THE IMPROVEMENTS STAND STRICTLY WITHIN THE TITLE LINES AND THERE ARE NO ENCROACHMENTS OF OTHER BUILDINGS EXCEPT AS SHOWN.

SIGNED: *Wanda M. Holmes*

NOTES:

- 1) THE PROPERTY SHOWN HEREON APPEARS TO LIE IN "C" FLOOD ZONE ACCORDING TO F.E.M.A. MAP PANEL NO. 510104-0010D, REVISED APR. 17, 1984.
- 2) THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT, AND MAY NOT SHOW ANY/ALL EASEMENTS AFFECTING THE PROPERTY.



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Conceptual Site Plan
(required for new construction or site improvements)

